



**CITY OF EDGEWOOD
PLANNING COMMISSION MEETING AGENDA**

Monday, September 13, 2021 – 6 p.m. • Virtual Meeting conducted via Zoom
(Zoom Meeting ID: 970 6596 9184)

- 1. Call to Order:**
 - a. Pledge of Allegiance
 - b. Attendance (*by presence, not roll call—unless hearing scheduled*)
 - i. Position 1: Carly Guillory
 - ii. Position 2: JoAnn Overfield
 - iii. Position 3: Tom Greene
 - iv. Position 4: Sarah Wagner
 - v. Position 5: Jason Ramirez
 - vi. Position 6: Allison Pincas
 - vii. Position 7: Karla Slate
- 2. Consent Agenda:** *All matters listed under Item 2 are considered routine in nature and will be enacted by one motion. Individual discussion of these items is not planned. A member, however, may remove any item to discuss as an item for separate consideration under New Business.*
 - a. Agenda Approval or Modifications
 - b. Review Economic Development Advisory Board Minutes from August 2, 2021
 - c. Review Planning Commission Minutes from August 9, 2021
 - d. Review of Development Review Report- August 2021
- 3. Citizen Comment Period:** *This portion of the agenda is reserved for the public to comment on items not on the agenda. The Planning Commission may invite additional public comment on agenda items noted for discussion later in the meeting.*
- 4. Public Hearings:**
 - a. WA State House Bill 1220 Code Modifications
- 5. New Business:**
 - a. Action Item:
 - i. WA State House Bill 1220 Code Modifications
- 6. Old Business:**
 - a. Discussion Items:
 - i. Town Center (TC): Subarea Plan boundary
 - ii. Sewer Connection Requirements
 - iii. 2021 Work Plan
- 7. Staff Comments**
- 8. Commissioner Updates**
- 9. Adjourn**

These meetings are accessible to persons with disabilities. For individuals who may require special accommodations, please contact City Hall at (253)952-3299, 24 hours in advance.



**CITY OF EDGEWOOD
ECONOMIC DEVELOPMENT ADVISORY BOARD (EDAB)
MEETING MINUTES**

Monday, August 2, 2021, 6 p.m. • Virtual Zoom Meeting
Meeting Link: (<https://zoom.us/j/92275379112>)

1. **CALL TO ORDER:** Butterfield called the meeting to order at 6:06 p.m.
 - A. **Members Present:** Kilmer; Wiesenfeld; Butterfield; A. Swanson; D. Swanson; Neil
 - B. **Commissioners Absent:** Clark
 - C. **Staff Member(s) Present:** Darren Groth, CED Director
Dave Gray, Assistant City Administrator
Emily Arteché, Planning Manager
Morgan Dorner, Senior Planner
Evan Hietpas, Associate Planner
 - D. **Others Present:** Councilmember Wise
Planning Commissioner Ramirez
2. **CHAIR AND VICE-CHAIR APPOINTMENTS:**
 - A. Kilmer moved to nominate Wiesenfeld as Chair. Neil seconded. Wiesenfeld accepted nomination.
 - B. Wiesenfeld moved to nominate Kilmer as Vice-Chair. A. Swanson seconded. Kilmer accepted nomination.
 - C. Board members voted 6-0 to nominate Wiesenfeld as Chair and Kilmer as Vice-Chair.
3. **CONSENT AGENDA:**
 - A. **Agenda Approval or Modifications**
 - B. **Approval of Meeting Minutes for May 3, 2021**
 - C. **Review of May Development Review Reports**
 - i. Wiesenfeld moved to approve, as presented.
 - ii. Butterfield seconded.
 - iii. The Board voted 6-0 to approve the Consent Agenda.
4. **CITIZEN COMMENT PERIOD:** None
5. **OLD BUSINESS**
 - A. Town Center
 - i. Hietpas and Groth opened the discussion.
 - ii. City staff and Boardmembers discussed the development of a Town Center Subarea Plan.
 - iii. City staff presented a SketchUp 3-D modeling conceptual design for Town Center for discussion.
 - B. Business Survey
 - i. City staff and Boardmembers determined that the Business Survey discussion could be incorporated into the broader efforts for the Town Center Subarea Plan.
 - C. Edgewood Marketplace
 - i. City staff and Boardmembers determined the Edgewood Marketplace discussion is no longer a priority for the foreseeable future. When the EDAB sets their 2022 Work Plan in the coming months, they will determine if they want to include this item moving forward.

6. **NEW BUSINESS:**

A. Retail Recruitment

- i. Groth and Gray opened the discussion on City staff's interest in pursuing an agreement with the company Retail Strategies. The agreement provides a partnership for economic development efforts.
- ii. Discussion ensued. Further discussion will occur at the October meeting.

B. 2021 Work Plan

- i. No discussion was held.

7. **STAFF COMMENTS:**

Groth mentioned the City's new Planning Commission handbook that was published on the City's website.

8. **BOARD MEMBER UPDATES:**

None

9. **ADJOURN:**

Chair Wiesenfeld adjourned the meeting at 7:22 p.m.



CITY OF EDGEWOOD

PLANNING COMMISSION MEETING MINUTES

Monday, August 9, 2021 – 6 p.m. • Edgewood City Hall – 2224 104th Ave. E

Meeting Held Virtually via Zoom

CALL TO ORDER: Chair Overfield called meeting to order at 6:02 PM

A. Commissioners Present: Guillory; Overfield; Wagner; Pincas; Ramirez

B. Commissioners Absent: Greene; Slate

C. Staff Member(s) Present: Darren Groth, CED Director
Emily Arteché, Planning Manager
Morgan Dorner, Senior Planner
Evan Hietpas, Associate Planner

D. Others Present: Councilmember Tomy

1. CONSENT AGENDA: Pincas moved to APPROVE as presented, Ramirez seconded.
Commission voted 5-0 to approve the Consent Agenda.

2. CITIZEN COMMENTS: None

3. PUBLIC HEARING:

A. Streetscapes Code Amendment

- i. Chair Overfield opened the public hearing at 6:04 PM.
- ii. Arteché introduced the proposed code amendment to EMC 18.90.090.H.(1).
- iii. No public comment received.
- iv. Chair Overfield closed the public hearing at 6:06 PM.

4. NEW BUSINESS:

A. Action Item

i. Streetscapes Code Amendment

- a. Chair Overfield requested a motion to recommend approval of the proposed code amendment.
- b. Ramirez motioned to approve the recommendation, as presented. Wagner seconded.
- c. Planning Commission voted 5-0 to recommend approval of the proposed code amendment, as presented.

5. OLD BUSINESS:

A. Discussion Items

i. WA State House Bill 1220

- a. Groth opened the discussion related to the proposed code amendments.
- b. Commissioners and City staff held a discussion.
- c. A public hearing will be held on Monday September 13th.

ii. Town Center

- a. Hietpas and Arteché opened the discussion.
- b. Commissioners and City staff held a discussion on Town Center related to the City's subarea planning process, specifically the boundaries of the subarea plan.
- c. Discussion will be held on Town Center on Monday September 13th.



CITY OF EDGEWOOD

PLANNING COMMISSION MEETING MINUTES

Monday, August 9, 2021 – 6 p.m. • Edgewood City Hall – 2224 104th Ave. E

Meeting Held Virtually via Zoom

iii. Sewer Connection Requirements

- a. Hietpas and Arteché provided an update on the City's general sewer plan update.
- b. No further discussion.

iv. Planning Commission Handbook

- a. City staff and Commissioners discussed the new handbook and talked about methods to promote the handbook to the general public.

v. 2021 Work Plan

- a. City staff and Commissioners discussed the 2021 Work Plan items.

6. STAFF COMMENTS:

- A. Hietpas provided an update on the Edgewood Experience high school program.

7. COMMISSIONER COMMENTS:

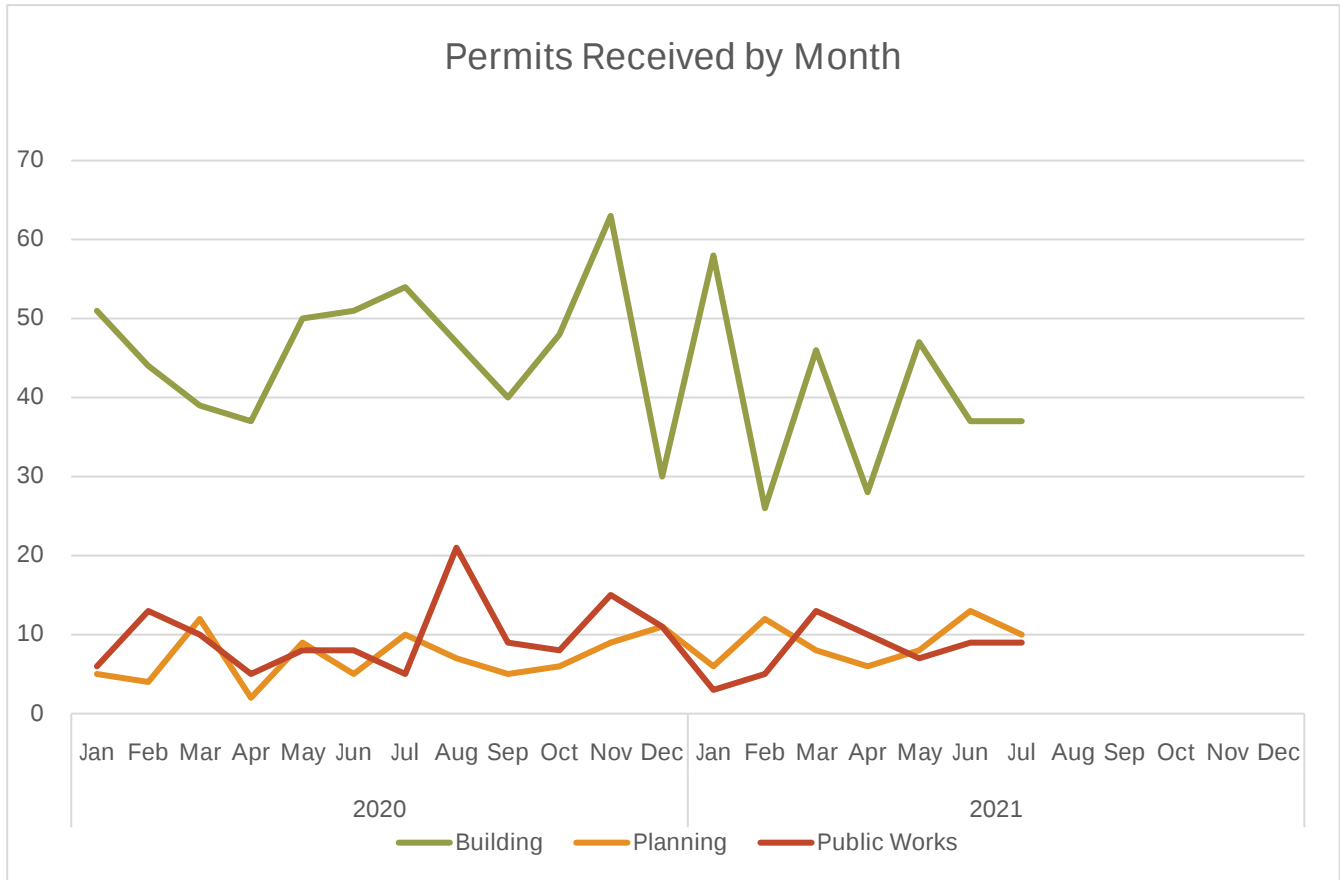
- A. Chair Overfield talked about a document that she found from a community workshop in 1998 that was held as the City of Edgewood worked on creating its first comprehensive plan.

8. ADJOURN:

Chair Overfield adjourned meeting at 7:21 PM.

Jul 2021

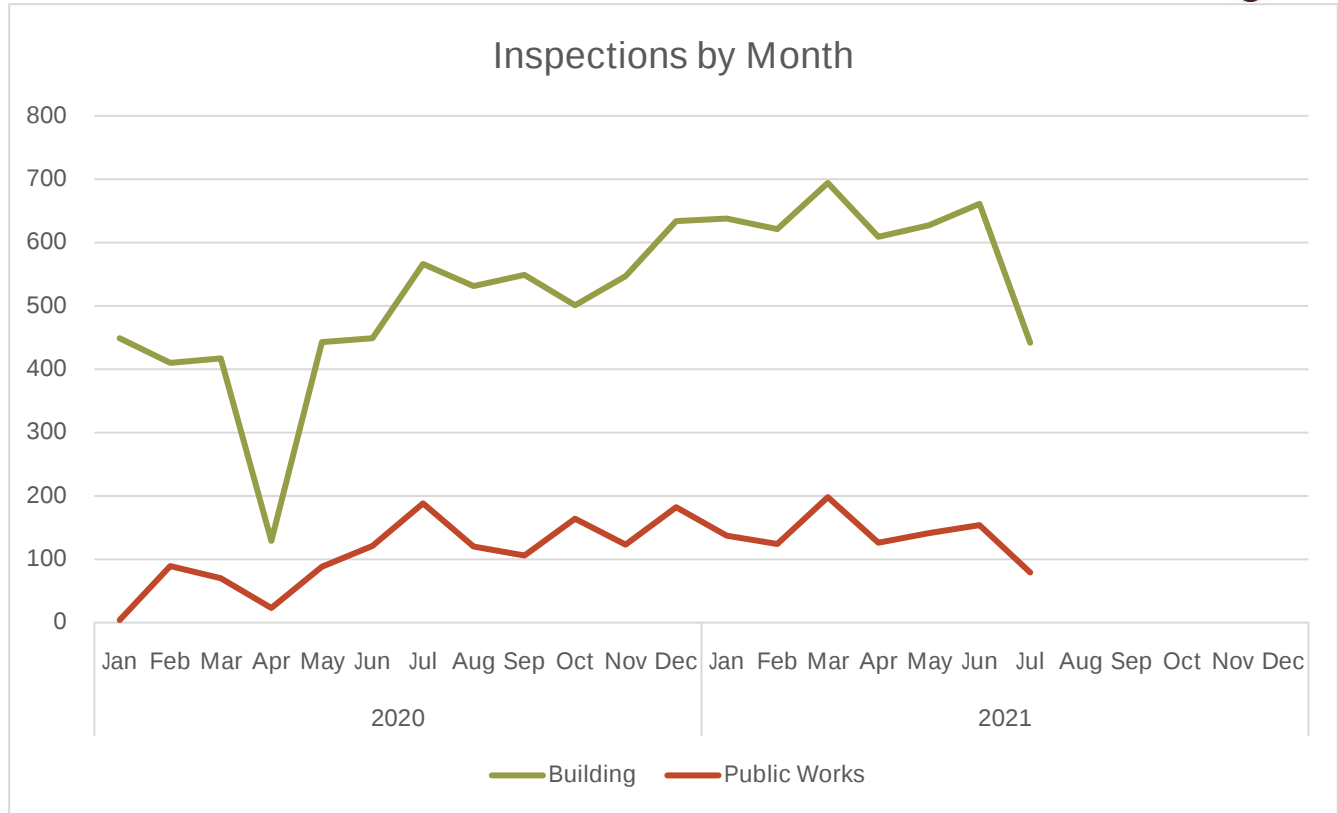
Monthly Development Report



Permits	Building		Planning		Public Works	
	Received	Issued	Received	Issued	Received	Issued
Jul 2021	37	21	10	2	9	4
Jul 2020	54	32	10	1	5	5
Average 2021	40	37	9	3	8	7
Average 2020	47	30	7	3	8	6
YTD 2021	279	262	63	19	56	50
YTD 2020	326	212	47	19	55	45
	Building		Planning		Public Works	
	Month	Received	Month	Received	Month	Received
Highest Month 2021	Jan	58	Jun	13	Mar	13
Highest Month 2020	Nov	63	Mar	12	Aug	21

Jul 2021

Monthly Development Report



<i>Inspections</i>	Building		Public Works	
Jul 2021	442		79	
Jul 2020	566		188	
Average 2021	613		137	
Average 2020	469		107	
YTD 2021	4292		959	
YTD 2020	2863		583	
	Building		Public Works	
	Month	Insp.	Month	Insp.
Highest Month 2021	Mar	694	Mar	198
Highest Month 2020	Dec	634	Jul	188

Pending Projects - Planning and Engineering Permits

38 Permits

Exported: 08/01/2021

Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
ADMIN USE PERMIT (AUP)								
21-1349	Wendy Bell	12021 48TH ST E	420147034	PLANNING	ADMIN USE PERMIT (AUP)	APPLICATION	07/29/2021	07/29/2021
BLA								
21-1144	PROLOGIS PARK BLA	4120 90TH AV E	420163702	PLANNING	BLA	WAITING ON REVISIONS	03/24/2021	07/14/2021
CLEAR AND GRADE								
21-1111	K.M.S DRIVEWAY	8217 34TH ST E	420175007	ENGINEERING	CLEAR AND GRADE	INCOMPLETE	03/04/2021	04/01/2021
21-1298	PROLOGIS PARK PHASE I CLEAR AND GRADE	4120 90TH AVE E	420163702	ENGINEERING	CLEAR AND GRADE	UNDER REVIEW	06/29/2021	07/27/2021
21-1317	Franz	2920 122ND AVE E	420117029	ENGINEERING	CLEAR AND GRADE	APPLICATION	07/11/2021	07/11/2021
CODE UPDATES AND CHANGES								
21-1188	TRAFFIC CONCURRENCY THRESHOLD CODE AMENDMENT			PLANNING	CODE UPDATES AND CHANGES	UNDER REVIEW	04/28/2021	07/15/2021
21-1237	TRAFFIC IMPACT FEES CODE AMENDMENT			PLANNING	CODE UPDATES AND CHANGES	UNDER REVIEW	05/24/2021	07/29/2021
21-1323	STREETSCAPES CODE AMENDMENT			PLANNING	CODE UPDATES AND CHANGES	UNDER REVIEW	07/12/2021	07/15/2021
21-1324	TRANSITIONAL AND SUPPORTIVE HOUSING CODE AMENDMENT			PLANNING	CODE UPDATES AND CHANGES	APPLICATION	07/12/2021	07/15/2021
CONDITIONAL USE PERMIT (CUP)								
21-1275	VIEW POINTE RV CUP	10315 12TH STREET CT E	420037059	PLANNING	CONDITIONAL USE PERMIT (CUP)	INCOMPLETE	06/15/2021	07/07/2021
DESIGN STAND REVIEW								
20-1348	DHALIWAL TC LANDING DESIGN STANDARDS REVIEW	1914 MERIDIAN AV E	420091134	PLANNING	DESIGN STAND REVIEW	WAITING ON REVISIONS	07/13/2020	07/26/2021
PRE APP								
21-1169	OLYMPIC ROCKERIES PRE-APPLICATION	12620 JOVITA BLVD E	420021022	PLANNING	PRE APP	INCOMPLETE	04/09/2021	07/22/2021
21-1271	IVANTSOV SHORT PLAT PRE-APP	2608 95TH AVE E	420098073	PLANNING	PRE APP	UNDER REVIEW	06/11/2021	07/29/2021
SHORT PLAT - FINAL								
21-1213	ABEL SHORT PLAT FINAL PLAT	12205 TO 12335 16TH ST E	420027043	PLANNING	SHORT PLAT - FINAL	WAITING ON REVISIONS	05/11/2021	07/26/2021
21-1287	HARRISON SHORT PLAT FINAL PLAT	12121 42ND ST E	420143110	PLANNING	SHORT PLAT - FINAL	WAITING ON REVISIONS	06/22/2021	07/27/2021
21-1290	HNW HUNTINGTON SHORT PLAT FINAL PLAT	9605 18TH STREET CT E	420091127	PLANNING	SHORT PLAT - FINAL	INCOMPLETE	06/23/2021	07/27/2021
SHORT PLAT - PRELIMINARY								
20-1034	SMITH SHORT PLAT PRELIMINARY PLAT	2506 117TH AV E	420108013	PLANNING	SHORT PLAT - PRELIMINARY	UNDER REVIEW	01/23/2020	07/19/2021
20-1533	CONNOLLY SHORT PLAT PRELIMINARY SHORT PLAT	1711 122ND AV E	420112155	PLANNING	SHORT PLAT - PRELIMINARY	WAITING ON REVISIONS	10/26/2020	06/22/2021
21-1170	BREYER SHORT PLAT PRELIMINARY PLAT	2110 TO 2114 95TH AVCT E	420095023	PLANNING	SHORT PLAT - PRELIMINARY	WAITING ON REVISIONS	04/09/2021	07/13/2021
SITE DEVELOPMENT								
17-1527	NORTHWOOD ESTATES WEST PHASE II SITE DEVELOPMENT	9609 24TH ST E	420091136	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	12/05/2017	04/23/2021
19-1401	BEREZNYOV SHORT PLAT SITE DEVELOPMENT	8904 20TH ST E	420096012	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	08/16/2019	04/20/2021

Pending Projects - Planning and Engineering Permits

38 Permits

Exported: 08/01/2021

Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
20-1131	WAGNER SHORT PLAT SITE DEVELOPMENT	11226 18TH ST E	9770000069	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	03/18/2020	07/15/2021
20-1236	JENNA ACRES SHORT PLAT SITE DEVELOPMENT	1419 114TH AV E	420034061	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	05/20/2020	03/04/2021
20-1568	EAST PIERCE FIRE STATION 118 SITE DEVELOPMENT	10105 24TH ST E	420091025	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	11/06/2020	05/05/2021
20-1624	DHALIWAL TC LANDING SITE DEVELOPMENT	1914 MERIDIAN AV E	420091134	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	11/30/2020	07/30/2021
20-1657	MICKELSON SUBDIVISION SITE DEVELOPMENT	2804 90TH AV E	420093089	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	12/22/2020	03/12/2021
21-1017	THE LEARNING EXPERIENCE SITE DEVELOPMENT	527 MERIDIAN AV E	420036070	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	01/15/2021	04/21/2021
SITE PLAN REVIEW								
21-1031	PROLOGIS PARK SITE PLAN REVIEW (PHASE I AND II)	4120 90TH AV E	420163702	PLANNING	SITE PLAN REVIEW	UNDER REVIEW	01/22/2021	07/19/2021
21-1090	1315 MERIDIAN SITE PLAN REVIEW	1315 TO 1327 MERIDIAN AV E	7420000013	PLANNING	SITE PLAN REVIEW	WAITING ON REVISIONS	02/11/2021	07/30/2021
21-1307	EDGEWOOD HEIGHTS LANDSCAPE REVISION SITE PLAN REVIEW	10303 20TH ST E	420106034	PLANNING	SITE PLAN REVIEW	INCOMPLETE	07/01/2021	07/19/2021
21-1320	VIBE SALON SITE PLAN REVIEW	10124 18TH STREET CT E	3630000090	PLANNING	SITE PLAN REVIEW	INCOMPLETE	07/12/2021	07/19/2021
21-1348	Meridian Apartments	XXX 29TH ST E	3625000372	PLANNING	SITE PLAN REVIEW	APPLICATION	07/29/2021	07/29/2021
SUBDIVISION - PRELIMINARY PLAT								
21-1282	WINDMILL PARK TOWNHOMES SUBDIVISION PRELIMINARY PLAT	3117 MERIDIAN AVE E	420103072	PLANNING	SUBDIVISION - PRELIMINARY PLAT	INCOMPLETE	06/17/2021	07/13/2021
21-1322	PHILLIPS RIDGE PLAT MODIFICATION	XXX 86TH AVENUE CT E	420081040	PLANNING	SUBDIVISION - PRELIMINARY PLAT	APPLICATION	07/14/2021	07/29/2021
TRAFFIC CONCURRENCY								
21-1167	29TH ST APARTMENTS TRAFFIC CONCURRENCY	XXX 29TH ST E	3625000372	ENGINEERING	TRAFFIC CONCURRENCY	UNDER REVIEW	04/07/2021	05/21/2021
21-1192	BRIDGE POINT TRAFFIC CONCURRENCY	XXX 98TH AV E	420164096	ENGINEERING	TRAFFIC CONCURRENCY	UNDER REVIEW	04/29/2021	06/02/2021
21-1214	NWP MERIDIAN TRAFFIC CONCURRENCY	3117 MERIDIAN AV E	420103072	ENGINEERING	TRAFFIC CONCURRENCY	UNDER REVIEW	05/11/2021	07/20/2021
21-1319	Viewpointe	10315 12TH STREET CT E	420037059	ENGINEERING	TRAFFIC CONCURRENCY	APPLICATION	07/12/2021	07/12/2021

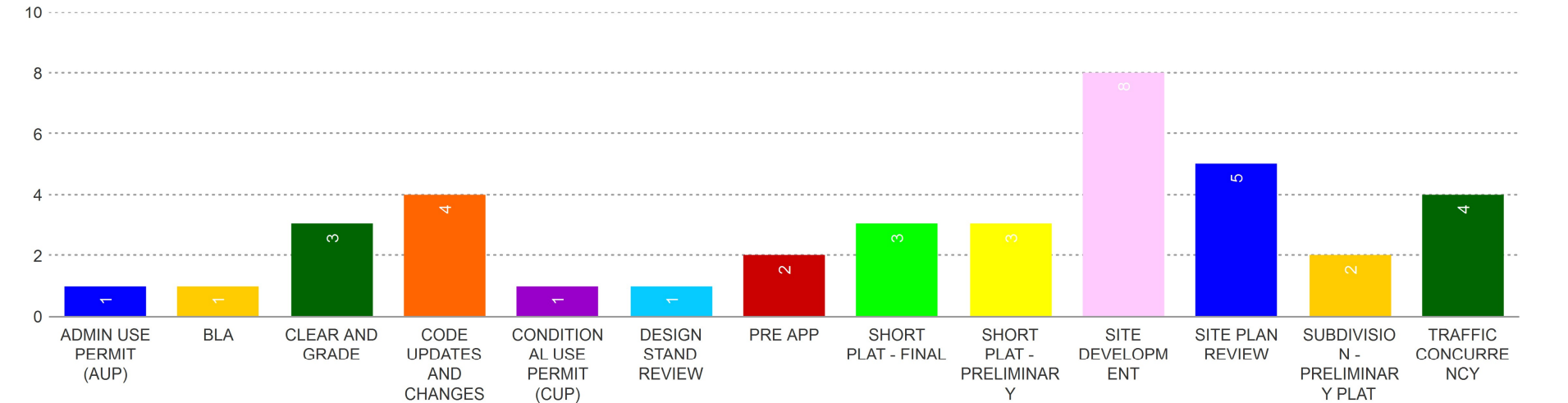
Pending Projects - Planning and Engineering Permits

38 Permits

Exported: 08/01/2021

Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
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Permits by Type



Plat Construction Tracking Report- August 2021

Preliminary Plat					Site Development	Final Plat		Buildout		
Submitted	Project	Address	Total Lots	Status	Status	Status	Lots Recorded	Completed Homes #	Completed Homes %	Completion Date
2021	BREYER SHORT PLAT	2114 95TH AVCT E	5	APPLICATION						
2020	HUNTINGTON SHORT PLAT	9605 18TH STCT E	3	APPROVED	APPLICATION					
	CONNOLY SHORT PLAT	1711 122ND AV E	3	APPLICATION						
	TEBALDI SHORT PLAT	4625 126TH AV E	2	APPROVED	N/A					
	PADEN SHORT PLAT	1302 114TH ST E	2	APPROVED						
	HARRISON SHORT PLAT	12121 42ND ST E	2	APPROVED	FINALED	APPLICATION				
	PHILLIPS RIDGE SUBDIVISION	XXX 86TH AVCT E	14	APPROVED	ISSUED					
	DODDS SHORT PLAT	4902 EDGEWOOD DR E	2	APPROVED	N/A	APPLICATION				
	SMITH SHORT PLAT	2506 117TH AV E	2	APPLICATION						
2019	BJERK SHORT PLAT	9815 31ST ST E	2	APPROVED	N/A	APPROVED	2	1	50%	
	ESTATES ON CALDWELL SUBDIVISION	XXX CALDWELL RD E	6	APPROVED	FINALED	APPLICATION				
	JENNA ACRES SHORT PLAT	1419 114TH AV E	4	APPROVED	APPLICATION					
	SELLERS SHORT PLAT	11215 13TH ST E	2	APPROVED						
	WAGNER SHORT PLAT	11226 18TH ST E	3	APPROVED	APPLICATION					
	RAMSAUR SHORT PLAT	9505 24TH ST E	4	APPROVED	N/A	APPROVED	4	1	25%	
	BECKER SHORT PLAT	4122 CALDWELL RD E	2	APPROVED	APPLICATION	APPROVED	2	1	50%	
2018	BARTH SUBDIVISION	XXX 96TH AV E	37	APPROVED	ISSUED					
	T GARRETT SHORT PLAT	10412 36TH ST E	2	APPROVED	FINALED	APPROVED	2	1	50%	
	GRUBB SHORT PLAT	12325 48TH ST E	3	APPROVED						
	HEART & SOUL SHORT PLAT	9725 18TH STCT E	4	APPROVED	FINALED	APPROVED	4	1	25%	
	MICKELSON SUBDIVISION	2804 90TH AV E	10	APPROVED	APPLICATION					
	CHUMAKIN SHORT PLAT	2005 112TH AV E	4	APPROVED	FINALED	APPROVED	4	1	25%	
	BEREZNYOV SHORT PLAT	8904 20TH ST E	4	APPROVED	APPLICATION					
2017	ABEL SHORT PLAT	12321 16TH ST E	6	APPROVED	ISSUED	APPLICATION				
	CIRILIUM (RESERVE AT HILLCREST) SUBDIVISION	12311 31ST ST E	18	APPROVED	FINALED	APPROVED	18	2	11%	
	WOLF POINT SUBDIVISION	XXX MERIDIAN AV E	56	APPROVED	ISSUED					
2016	GAGNON SHORT PLAT	2620 110TH AV E	2	APPROVED	FINALED	APPROVED	2	1	50%	
	VOLENTE SUBDIVISION	8626 33RD ST E	15	APPROVED	ISSUED	APPROVED	15	0		
	DOMUS TOWNHOMES PRD (THE WOODLANDS)	10525 11TH ST E	55	APPROVED	FINALED	APPROVED	55	17	31%	
	EDGEWOOD VIEW ESTATES SUBDIVISION PHASE 2	8224 20TH ST E	67	APPROVED	FINALED	APPROVED	67	49	73%	
	GERVAIS SHORT PLAT	1607 112TH AVE E	3	APPROVED	APPROVED					
	NORTHWOOD ESTATES WEST SUBDIVISION- PHASE 2	9623 24TH ST E	41	APPROVED	APPLICATION					
	PASCOLO ESTATES SUBDIVISION	2806 117TH AVE CT E	19	APPROVED	FINALED	APPROVED	19	2	11%	
2015	EDGEWOOD TERRACE SUBDIVISION	2907 122ND AVE E	28	APPROVED						
	NICKLAUS (ASTER POINT) SUBDIVISION	2305-2307 94TH AVE CT E	38	APPROVED	FINALED	APPROVED	38	16	42%	
	CALIBER SHORT PLAT	3312 106TH AVE E	6	APPROVED	FINALED	APPROVED	6	4	67%	
	EDGEWOOD ESTATES SUBDIVISION	12220 12TH ST E	14	APPROVED	ISSUED	APPLICATION				
	VIEW POINTE SUBDIVISION	10413 13TH ST E	44	APPROVED	FINALED	APPROVED	44	43	98%	
	MAPLE GROVE SUBDIVISION	2613 87TH AVE CT E	8	APPROVED	FINALED	APPROVED	8	6	75%	
2014	CURRAN ESTATES SUBDIVISION	412 114TH AVE E	9	APPROVED	FINALED	APPROVED	9	2	22%	
	LISITSYN SHORT PLAT	11120 COUNTY LINE RD E	6	APPROVED	FINALED	APPROVED	6	3	50%	
2013	WESTRIDGE SUBDIVISION	FREEMAN RD	290	APPROVED	FINALED	APPROVED	284	256	90%	



**CITY OF EDGEWOOD
STAFF REPORT
PLANNING COMMISSION AGENDA ITEM**

Date: September 13, 2021

Title: House Bill 1220 Code Modifications

Attachments: 1) Proposed Code Amendments to EMC 18.20 and 18.70

Submitted By: Darren Groth, CED Director

Discussion:

The proposed code amendments pertain to Edgewood Municipal Code (EMC) Chapters 18.20 and 18.70, related to transitional and emergency housing land uses, providing for severability, and establishing an effective date. The code amendments are being proposed to ensure compliance with House Bill 1220 which was recently passed by Washington State legislature.

- Effective July 25, 2021, the City cannot prohibit transitional housing or permanent supportive housing in any zones in which residential dwelling units or hotels are allowed.
- Transitional housing refers to a supportive, yet temporary type of accommodation that is meant to bridge the gap from homelessness to permanent housing by offering structure, supervision, support (for addictions and mental health, for instance), life skills, and in some cases, education and training.
- In addition, effective September 30, 2021, the city cannot prohibit indoor emergency shelters and indoor emergency housing in any zones in which hotels are allowed, except in such cities that have adopted an ordinance authorizing indoor emergency shelters and indoor emergency housing in a majority of zones within a one-mile proximity to transit.

Recommendation:

Hold a Public Hearing on the proposed code amendments.

Edgewood Municipal Code (EMC) – Proposed Modifications Post HB 1220

EMC CHAPTER 18.20 DEFINITIONS

18.20.080 E Definitions.

“Emergency housing” means those facilities as defined in RCW 36.70A.030.

“Emergency shelter” means those facilities as defined in RCW 36.70A.030.

[Two new definitions added with no other changes proposed—highlights not to be added to the code]

18.20.110 H Definitions.

“Household, Extremely Low-Income” means the same as defined in RCW 36.70A.030.

“Household, Low-Income” means the same as defined in RCW 36.70A.030.

“Household, Moderate-Income” means the same as defined in RCW 36.70A.030.

“Household, Very Low-Income” means the same as defined in RCW 36.70A.030.

“Housing, Affordable” means the same as defined in RCW 36.70A.030.

[Five new definitions added with no other changes proposed]

18.20.190 P Definitions.

“Permanent supportive housing” means the same as defined in RCW 36.70A.030.

[One new definition added with no other changes proposed]

18.20.230 T Definitions.

“Transitional housing” means the same as defined by RCW 84.36.043(2)(c). ~~a facility operated publicly or privately to provide housing for individuals or families who might otherwise be homeless and generally have no other immediate living options available to them. Transitional housing shall not exceed a two-year period per individual or family.~~

[One modified definition with no other changes proposed]

EMC CHAPTER 18.70 PERMITTED LAND USES

18.70.050 Land Use Table

Land Use Table	NAICS Code	Single-Family 2	Single-Family 3	Single-Family 5	Mixed Residential 1	Mixed Residential 2	Mixed Use Residential	Town Center	Commercial	Business Park	Industrial	Public
Residential												
✓ – Permitted Use CUP – Use may be approved via CUP - – Prohibited Use A – Approval Requires AUP	NAICS	SF2	SF3	SF5	MR1	MR2	MUR	TC	C	BP	I	P
Other												
<u>Permanent Supportive Housing</u>		✓	✓	✓	✓	✓	✓	✓	✓	✓	—	—
<u>Transitional Housing</u>		✓	✓	✓	✓	✓	✓	✓	✓	✓	—	—
Health Care & Social Assistance (Sector 62)												
✓ – Permitted Use CUP – Use may be approved via CUP - – Prohibited Use A – Approval Requires AUP	NAICS	SF2	SF3	SF5	MR1	MR2	MUR	TC	C	BP	I	P
<u>Emergency Housing</u>		—	—	—	—	—	CUP	✓	✓	CUP	✓	—
<u>Emergency Shelter</u>		—	—	—	—	—	CUP	✓	✓	CUP	✓	—

[Four new uses added with no other changes proposed]



CITY OF EDGEWOOD
STAFF REPORT
PLANNING COMMISSION ACTION ITEM

Date: September 13, 2021

Title: House Bill 1220 Code Modifications

Attachments: 1. Planning Commission Recommendation

Submitted By: Darren Groth, CED Director

Discussion:

On September 13, Planning Commission held a public hearing to accept public comment regarding the proposed code amendments pertaining to Edgewood Municipal Code (EMC) Chapters 18.20 and 18.70, related to transitional and emergency housing land uses, providing for severability, and establishing an effective date. The code amendments are being proposed to ensure compliance with House Bill 1220 which was recently passed by Washington State legislature.

Recommendation:

After the public hearing, make a recommendation on the code amendments to City Council.



**CITY OF EDGEWOOD
PLANNING COMMISSION
RECOMMENDATION**

The Planning Commission voted X-X to recommend APPROVAL of the proposed code amendments to the Edgewood Municipal Code (EMC) pertaining to WA State House Bill 1220 related to transitional and emergency housing land uses, and to send their recommendation to the City Council for consideration.

It is the recommendation of the City of Edgewood Planning Commission to approve the drafted EMC amendment as presented in the staff report and attachment submitted by CED Director Darren Groth for the September 13, 2021 Planning Commission agenda.

**RECOMMENDED BY THE CITY OF EDGEWOOD PLANNING COMMISSION
ON THE 13TH DAY OF SEPTEMBER 2021.**

Planning Commission Chair

Attest by:

Evan Hietpas
Associate Planner



CITY OF EDGEWOOD STAFF REPORT PLANNING COMMISSION AGENDA ITEM

Date: September 13, 2021

Title: Town Center (TC): Subarea Plan Boundary Options

Attachments:

- 1) Town Center Subarea Plan Boundary Options Maps
- 2) Pierce County's Centers of Local Importance (COLI) Map
- 3) Revised Code of Washington (RCW) 43.21C.420
- 4) Planning Commission Town Center April 2021 Recommendation

Submitted By: Evan Hietpas, Associate Planner
Silas Read, Associate Planner

Current Discussion:

Associate Planner Silas Read will present City staff's recommendation on the boundary of a Town Center subarea plan and provide two (2) alternative options for the Commission to consider (see attachment 1).

- A. City Staff's Preferred Option: Town Center (TC) zoned properties only.
- Existing designated subarea, Pierce County Center of Local Importance (COLI), see attachment 2.
 - Designated subarea is eligible for recovery of expenses pursuant to RCW 43.21C.420 (see attachment 3)
 - Designated subarea strengthens eligibility for grant monies, (i.e., Department of Commerce's Transit Oriented Development Implementation (TODI) grant).
- B. Alternative Option: Town Center (TC) zoned properties, plus:
- Public (P) zoned properties, including City Hall, Northwood Elementary, East Pierce Fire District
 - Commercial (C) zoned properties adjacent to 16th / Taylor Street
- C. Alternative Option: Town Center (TC) zoned properties, plus all properties from Option B, plus:
- Mixed-Use Residential (MUR) zoned properties South of Town Center along Meridian Ave
 - Edgewood Community Park property (36th and Meridian)
 - City-owned Lake Chalet property (Single Family-3 zoning)

Relevant Background Information:

December 2020: Staff delivered a presentation to open the Town Center (TC) work plan item, focusing on:

- City's Comprehensive Plan Land Use goal and policies for TC
- Existing and anticipated TC development projects (civic uses, multi-family, commercial, and mixed-use)
- Overview of 2020 BERK report findings and recommendations
- Future agenda plan for January 2021- April 2021

January- April 2021: Commission held discussions about what actions the City of Edgewood should take to accomplish the Comprehensive Plan Land Use goal to "Establish Town Center as the commercial, mixed use heart of Edgewood." In April, the Commission issued a recommendation to City Council (see attachment 4).

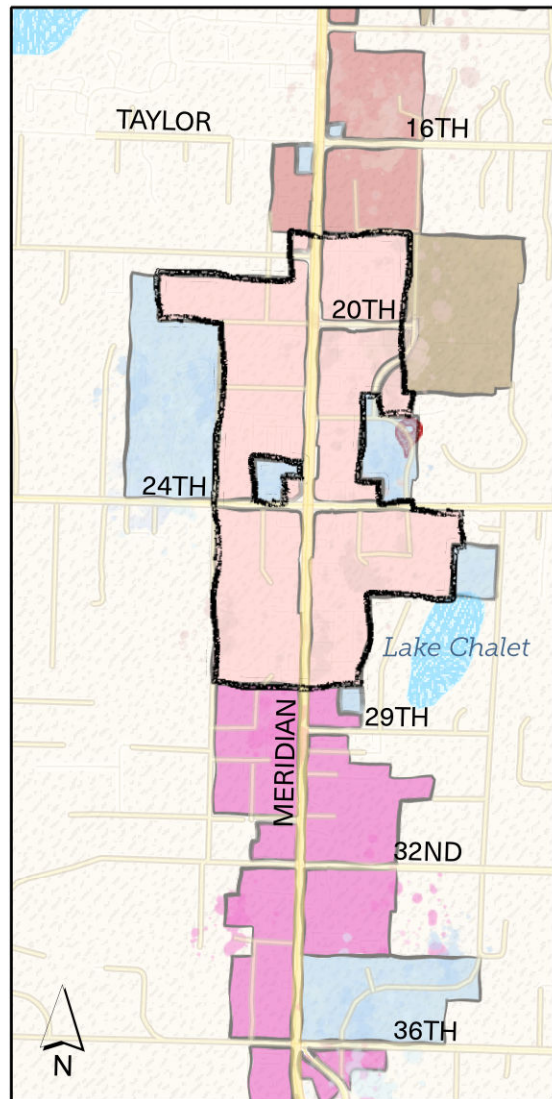
June 2021: Staff presented to the Economic Development Advisory Board (EDAB) and the Parks and Recreation Advisory Board (PRAB). Staff will continue to work with the boards to gather input on economic development efforts (craft manufacturing, business incubator, etc.), and on trails, greenspaces and public plazas.

June 2021-August 2021: Planning Commission held discussion on the creation of a Town Center Subarea Plan including public involvement, the legislative processes, and the SEPA review process.



Town Center Subarea Plan - Draft Boundary Options

Option A (Staff Preferred)



- Includes:
- Parcels zoned Town Center
- Pros:
- Clear regulatory relationship with existing zoning district
 - Consistent with Centers of Local Importance (COLI) designation
 - Potential funding source tied to COLI boundary
 - Recovery of costs – Planned Action – RCW 43.21C.420
- Cons:
- Boundary not clearly tied to physical features
 - Does not include abutting civic uses

LEGEND

Commercial

Mixed Residential 2

Mixed Use Residential

Town Center

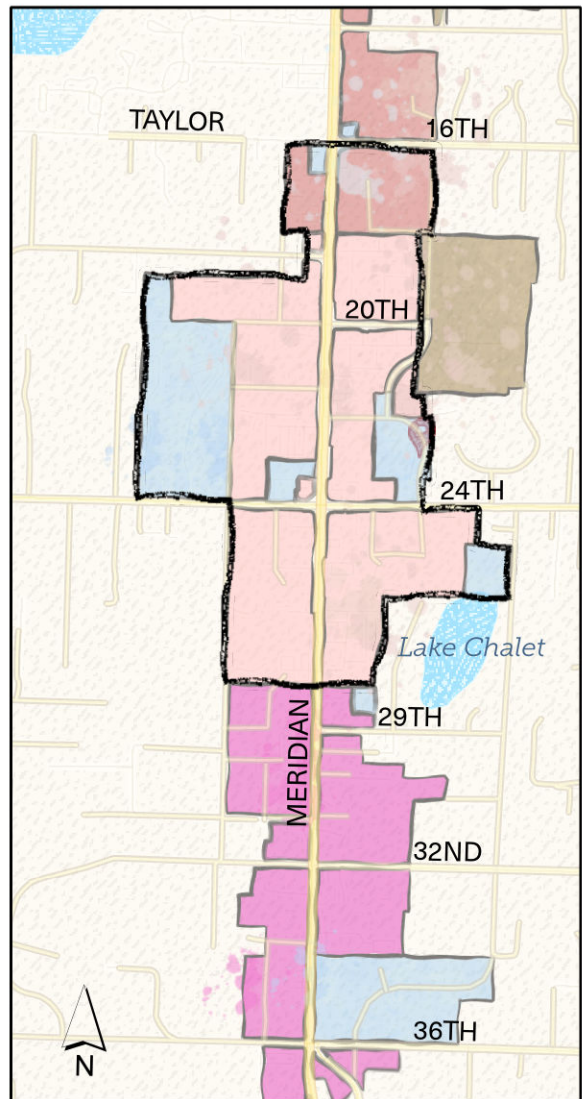
Public

Roads

Subarea Boundary

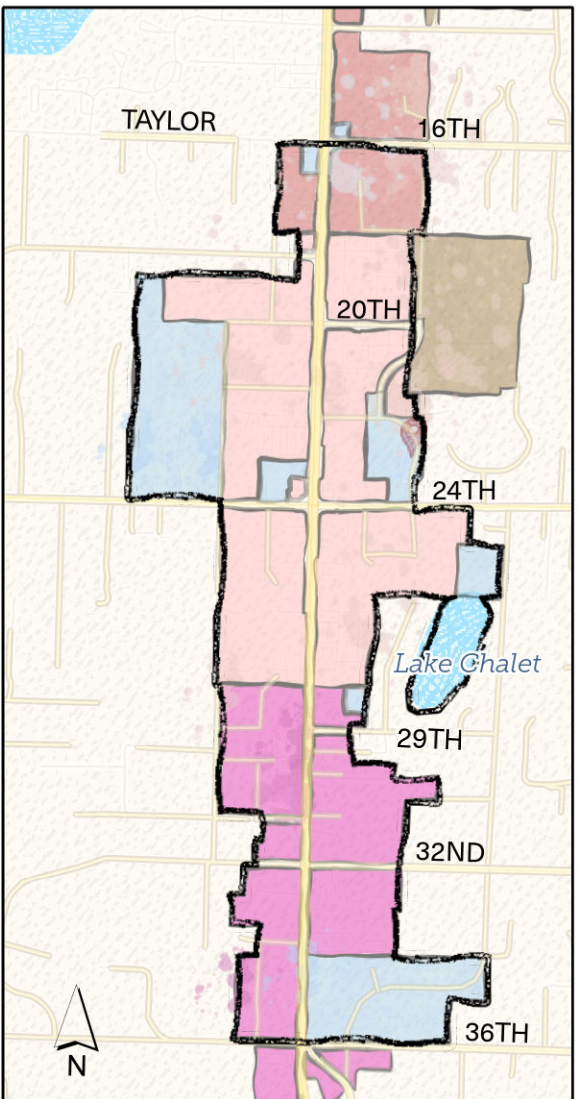
Waterbodies

Option B

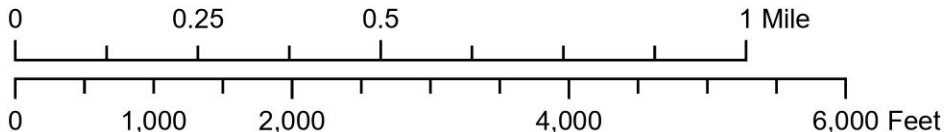


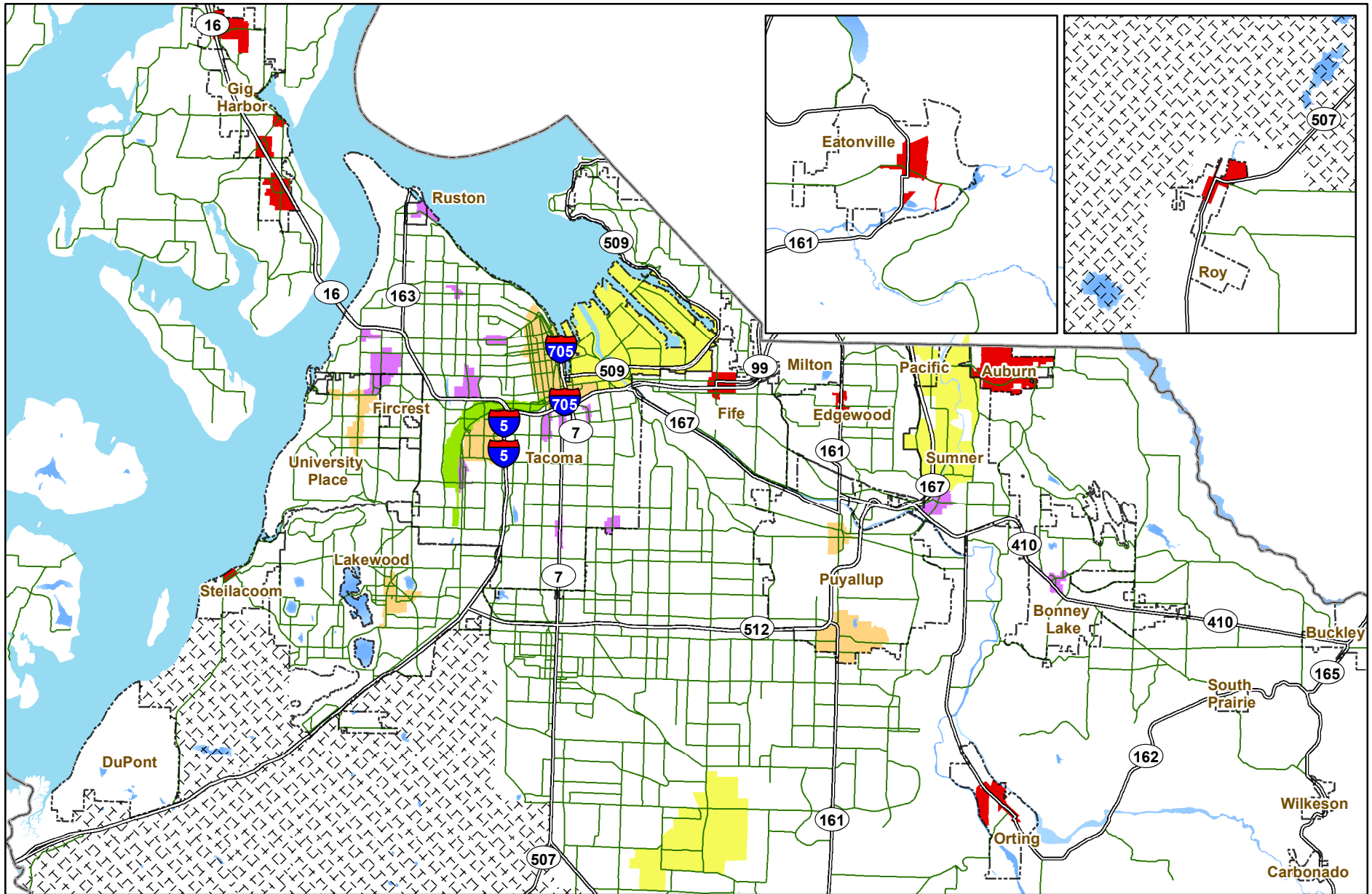
- Includes:
- Parcels zoned Town Center
 - Abutting parcels zoned Public, such as City Hall, Fire Station, Water Company sites, and School District properties
 - Parcels south of 16th Street zoned Commercial
- Pros:
- Distinct physical boundaries at Northwood Elementary, 16th Street, and Edgemont Junior High
 - Incorporates civic uses
 - Facilitates 24th as a Main Street
 - Additional potential for greenways, connectivity, and public access
- Cons:
- Expanded beyond original COLI and potentially lose funding opportunities
 - Out of alignment with public expectation

Option C



- Includes:
- Parcels zoned Town Center
 - Abutting parcels zoned Public, including Lake Chalet
 - Parcels south of 16th Street zoned Commercial
 - Parcels north of 36th Street and east of Meridian Avenue zoned Mixed Use Residential
- Pros:
- Connects 16th Street to 36th Street Park, an important greenway destination
 - Includes properties around the City's park and infrastructure investments
 - Incorporates civic uses
 - Facilitates 24th as a Main Street
 - Includes Lake Chalet, potentially providing public waterfront access
- Cons:
- Expanded beyond original COLI and potentially lose funding opportunities





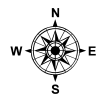
Legend

- | | |
|------------------------|--|
| Municipal Area | Candidate Regional Manufacturing Industrial Center |
| JBLM/Camp Murray | Regional Manufacturing Industrial Centers |
| Regional Growth Center | Countywide Centers |
| | Centers of Local Importance |

Adopted Regional Centers, Countywide Centers, and Centers of Local Importance



Miles
0 1 2 4



RCW 43.21C.420**Comprehensive plans and development regulations—Optional elements—Nonproject environmental impact statements—Subarea plans—Transfer of development rights program—Recovery of expenses.**

(1) Cities with a population greater than five thousand, in accordance with their existing comprehensive planning and development regulation authority under chapter **36.70A** RCW, and in accordance with this section, may adopt optional elements of their comprehensive plans and optional development regulations that apply within specified subareas of the cities, that are either:

(a) Areas designated as mixed-use or urban centers in a land use or transportation plan adopted by a regional transportation planning organization; or

(b) Areas within one-half mile of a major transit stop that are zoned to have an average minimum density of fifteen dwelling units or more per gross acre.

(2) Cities located on the east side of the Cascade mountains and located in a county with a population of two hundred thirty thousand or less, in accordance with their existing comprehensive planning and development regulation authority under chapter **36.70A** RCW, and in accordance with this section, may adopt optional elements of their comprehensive plans and optional development regulations that apply within the mixed-use or urban centers. The optional elements of their comprehensive plans and optional development regulations must enhance pedestrian, bicycle, transit, or other nonvehicular transportation methods.

(3) A major transit stop is defined as:

(a) A stop on a high capacity transportation service funded or expanded under the provisions of chapter **81.104** RCW;

(b) Commuter rail stops;

(c) Stops on rail or fixed guideway systems, including transitways;

(d) Stops on bus rapid transit routes or routes that run on high occupancy vehicle lanes; or

(e) Stops for a bus or other transit mode providing fixed route service at intervals of at least thirty minutes during the peak hours of operation.

(4)(a) A city that elects to adopt such an optional comprehensive plan element and optional development regulations shall prepare a nonproject environmental impact statement, pursuant to RCW **43.21C.030**, assessing and disclosing the probable significant adverse environmental impacts of the optional comprehensive plan element and development regulations and of future development that is consistent with the plan and regulations.

(b) At least one community meeting must be held on the proposed subarea plan before the scoping notice for such a nonproject environmental impact statement is issued. Notice of scoping for such a nonproject environmental impact statement and notice of the community meeting required by this section must be mailed to all property owners of record within the subarea to be studied, to all property owners within one hundred fifty feet of the boundaries of such a subarea, to all affected federally recognized tribal governments whose ceded area is within one-half mile of the boundaries of the subarea, and to agencies with jurisdiction over the future development anticipated within the subarea.

(c) The notice of the community meeting must include general illustrations and descriptions of buildings generally representative of the maximum building envelope that will be allowed under the proposed plan and indicate that future appeals of proposed developments that are consistent with the plan will be limited. Notice of the community meeting must include signs located on major travel routes in the subarea. If the building envelope increases during the process, another notice complying with the requirements of this section must be issued before the next public involvement opportunity.

(d) Any person that has standing to appeal the adoption of this subarea plan or the implementing regulations under RCW **36.70A.280** has standing to bring an appeal of the nonproject environmental impact statement required by this subsection.

(e) As an incentive for development authorized under this section, a city shall consider establishing a transfer of development rights program in consultation with the county where the city is located, that conserves county-designated agricultural and forestland of long-term commercial significance. If the city decides not to establish a transfer of development rights program, the city must state in the record the reasons for not adopting the program. The city's decision not to establish a transfer of development rights program is not subject to appeal. Nothing in this subsection (4)(e) may be used as a basis to challenge the optional comprehensive plan or subarea plan policies authorized under this section.

(5)(a) Until July 1, 2029, a proposed development that meets the criteria of (b) of this subsection may not be challenged in administrative or judicial appeals for noncompliance with this chapter as long as a complete application for such a development that vests the application or would later lead to vested status under city or state law is submitted to the city within a time frame established by the city, but not to exceed the following time frames:

(i) Nineteen years from the date of issuance of the final environmental impact statement, for projects that are consistent with an optional element adopted by a city as of July 28, 2019; or

(ii) Ten years from the date of issuance of the final environmental impact statement, for projects that are consistent with an optional element adopted by a city after July 28, 2019.

(b) A proposed development may not be challenged, consistent with the timelines established in (a) of this subsection, so long as the development:

(i) Is consistent with the optional comprehensive plan or subarea plan policies and development regulations adopted under subsection (1) or (2) of this section;

(ii) Sets aside or requires the occupancy of at least ten percent of the dwelling units, or a greater percentage as determined by city development regulations, within the development for low-income households at a sale price or rental amount that is considered affordable by a city's housing programs. This subsection (5)(b)(ii) applies only to projects that are consistent with an optional element adopted by a city pursuant to this section after July 28, 2019; and

(iii) Is environmentally reviewed under subsection (4) of this section.

(c) After July 1, 2029, the immunity from appeals under this chapter of any application that vests or will vest under this subsection or the ability to vest under this subsection is still valid, provided that the final subarea environmental impact statement is issued by July 1, 2029. After July 1, 2029, a city may continue to collect reimbursement fees under subsection (6) of this section for the proportionate share of a subarea environmental impact statement issued prior to July 1, 2029.

(6) It is recognized that a city that prepares a nonproject environmental impact statement under subsection (4) of this section must endure a substantial financial burden. A city may recover or apply for a grant or loan to prospectively cover its reasonable expenses of preparation of a nonproject environmental impact statement prepared under subsection (4) of this section through access to financial assistance under RCW **36.70A.490** or funding from private sources. In addition, a city is authorized to recover a portion of its reasonable expenses of preparation of such a nonproject environmental impact statement by the assessment of reasonable and proportionate fees upon subsequent development that is consistent with the plan and development regulations adopted under subsection (5) of this section, as long as the development makes use of and benefits from, as described in subsection (5) of this section, the nonproject environmental impact statement prepared by the city. Any assessment fees collected from subsequent development may be used to reimburse funding received from private sources. In order to collect such fees, the city must enact an ordinance that sets forth objective standards for determining how the fees to be imposed upon each development will be proportionate to the impacts of each development and to the benefits accruing to each development from the nonproject environmental impact statement. Any disagreement about the reasonableness or amount of the fees imposed upon a development may not be the basis for delay in issuance of a project permit for that development. The fee assessed by the city may be paid with the written stipulation "paid under protest" and if the city provides for an administrative appeal of its decision on the project for which the fees are imposed, any dispute about the amount of the fees must be resolved in the same administrative appeal process.

(7) If a proposed development is inconsistent with the optional comprehensive plan or subarea plan policies and development regulations adopted under subsection (1) of this section, the city shall require additional environmental review in accordance with this chapter.

[2019 c 348 § 7; 2010 c 153 § 2.]

NOTES:

Intent—2010 c 153: "It is the intent of the legislature to encourage high-density, compact, in-fill development and redevelopment within existing urban areas in order to further existing goals of chapter 36.70A RCW, the growth management act, to promote the use of public transit and encourage further investment in transit systems, and to contribute to the reduction of greenhouse gas emissions by: (1) Encouraging local governments to adopt plans and regulations that authorize compact, high-density urban development as defined in section 2 of this act; (2) providing for the funding and preparation of environmental impact statements that comprehensively examine the impacts of such development at the time that the plans and regulations are adopted; and (3) encouraging development that is consistent with such plans and regulations by precluding appeals under chapter 43.21C RCW." [2010 c 153 § 1.]

In order to promote desirable Town Center (TC) development consistent with the City's Comprehensive Plan, the Planning Commission voted 6-0 to recommend to City Council that the City pursue the following three actions. These three actions should take place simultaneously. If the City Council agrees with these three actions, the Planning Commission will continue discussions on Town Center with these objectives in mind.

Action 1. Establish meaningful relationships with diverse stakeholders

- Edgewood citizens: Increase community education and engagement efforts.
- Parks and Recreation Advisory Board: Establish a trail and open space network.
- Economic Development Advisory Board: Market TC to attract businesses and visitors, and identify methods to retain current TC businesses.
- City of Milton Planning Commission: Promote compatibility between jurisdictions.
- Development community: Identify potential investors and partners. Establish a predictable public-private partnership process to develop community-based projects.

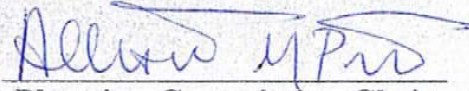
Action 2. Create a Town Center subarea plan

- Build on existing Comprehensive Plan goals to create the "Heart of Edgewood"
- Determine the geographic area to focus TC planning efforts (may include Public zoned parcels)
- Set a clear development plan for the City Hall campus (Parcel 0420102012)
- Outline essential City-initiated actions (immediate, near future, and long-term)
- Confirm appropriate SEPA exemption thresholds for TC properties (EMC 20.05.120)
- Represent the City's design standards through 3-D modeling (EMC 18.95)
- Emphasize parallel road network connection requirements
- Establish a "greenway" network (open spaces/ multi-modal trails)
- Highlight Town Center's designation as a Center of Local Importance (COLI)
- Target desired uses (business incubator, housing types, civic uses)
 - Include parcel information, ownership, development potential, etc.
 - Establish implementation plans for development type

Action 3. Resolve development regulation recommendations presented by Berk

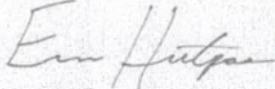
- Allow flexibility in land uses that can be regulated through strategic site planning, such as local craft manufacturing and commercial uses. (EMC 18.70.050)
- Encourage appropriate mixed-use development (ratio, scale, building and site design) (EMC 18.80.080.D.Table 1)
- Incentivize site features that achieve the Town Center vision, such as: open spaces, parallel road connections, and pedestrian amenities (EMC 18.80.080.D.Table 2)

**RECOMMENDED BY THE CITY OF EDGEWOOD PLANNING
COMMISSION ON THE 12TH DAY OF APRIL 2021.**



**Planning Commission Chair
(Vice-Chair Allison Pincas)**

Attest by:



**Evan Hietpas
Associate Planner**



CITY OF EDGEWOOD STAFF REPORT PLANNING COMMISSION AGENDA ITEM

Date: September 13, 2021

Title: Sewer Connection Requirements

Attachments: 1) FCS Group Issue Paper: Edgewood Sewer Extension Program

Submitted By: Evan Hietpas, Associate Planner
Jeremy Metzler, Public Works Director

Current Discussion:

Gray and Osborne Consulting Engineers are expected to complete a draft of the City's General Sewer Plan update in by the end of 2021. Part of this updated plan will address the economic impacts associated with public sewer service expansion. To analyze these impacts, FCS Group has completed an Issue Paper (attachment 1).

The paper acknowledges three challenges that the City will face when expanding sewer service: treatment, timing, and funding. The paper also provides three "key tools" to face the challenges: planning, development regulations, and funding sponsorship. A summary of key findings can be found on page 10 (ten) of the paper. City staff is providing this Issue Paper to keep Commissioners informed on the work that is being done related to Sewer Connection Requirements.

Relevant Background Information:

All development within the City of Edgewood must provide an adequate sanitary waste disposal method. There are two methods to achieve compliance with this standard: 1) public sanitary sewer connection, or 2) a private on-site septic system (OSS). This agenda item is included to determine if any policy or code changes should be pursued related to sanitary waste disposal methods, specifically regarding the on-going use of on-site sewer systems and precluding development at urban densities.

February and March 2021 discussion topics:

- City's existing sewer network
- Private community and individual on-site septic systems
- WA State Growth Management Act (GMA) requirements for utilities, density, and critical areas.
- City-wide sewer plan update (Gray and Osborne Consulting Engineers)

April 2021 recommendation:

As the City's General Sewer Plan is updated, the Planning Commission voted 6-0 to recommend that the City should incorporate the following six (6) topics into the review process.

1. City's Comprehensive Plan goals and policies
2. WA State Growth Management Act (GMA) requirements ([WAC 365-196-300](#))
3. City's Local Improvement District (LID) geographic restrictions
4. Compatibility between current zoning boundaries and sewer service boundaries
5. Community on-site septic system allowance and long-term feasibility
6. Sewer system extension requirements for new development

ISSUE PAPER

EDGEWOOD SEWER EXTENSION PROGRAM

CITY OF EDGEWOOD – AUGUST 2021

ISSUE

The City of Edgewood largely lacks public sewer service except in the commercial spine along Meridian Avenue East, where a sewer collection system was constructed in 2009-2011, funded by a local improvement district (LID). Since then, the City has faced pressure to accommodate residential development to the west and east of the sewered area, as well as potential industrial land to the south.

The key issue discussed in this paper is how best to extend sewer lines in advance of further development, to support an orderly development process. Many properties have already been developed with individual or community septic systems, so a sewer extension program would need a septic conversion component.

Our understanding is that the City's goal is eventually to have a fully sewered community. In other words, we assume that if the City wants low density (or any other level of density) in a given area, the way to achieve that is through the zoning code, not by limiting sewer extension.

In pursuing the goal of public sewer service, the City faces three interlocking challenges: *treatment*, *timing*, and *funding*. To address these challenges, the City has three key tools: *planning*, *development regulations*, and *funding sponsorship*.

MAJOR CHALLENGES

The Treatment Challenge

This challenge is to identify the eventual destination of the sewage flows for each area of the City. The City of Edgewood does not have a wastewater treatment plant. However, there are several adjacent sewer agencies who do have treatment plants or disposal rights to a treatment plant.

- The Lakehaven Water and Sewer District currently receives flows through a transmission line to the north. Lakehaven may not have enough available capacity to serve much more of the City.
- The City of Fife currently receives flows from the western edge of Edgewood. The Fife sewer system discharges into the Tacoma Central treatment plant, which currently has ample capacity.
- Pierce County operates a sewer system to the north and west, also flowing toward the Tacoma Central plant. It currently receives flows from a few properties in the City.
- To the east of Edgewood, the cities of Algona and Pacific have collection systems flowing to the King County wastewater system. The City of Sumner has a treatment plant with limited capacity.
- The City of Puyallup is to the south of Edgewood. Gray & Osborne reports that the Puyallup plant might have enough capacity to serve Edgewood sewer customers.

The destination of sewage flows affects the design of the collection system, including the location of lift stations, so the treatment question must be addressed first.

The Timing Challenge

The timing of a sewer extension program in relation to private development is critical. If the goal is a fully sewerred community, then the City is engaged in a race between new development and the extension of sewer lines, and each new septic system is a step backward. The purpose of both the City's capital investments and its development policies must be to minimize the number of new septic systems.

Both sewer construction and septic system construction are very costly—often \$15,000-\$25,000 per property for the initial installation. The difference between them is that sewer lines are best built in large batches, whereas septic systems are typically built either for individual houses or as part of a relatively small community system. In the aggregate, public sewer systems are more economically efficient; not only do they allow greater density in the immediate development, but they also provide connectivity to adjacent developments. They also provide a higher level of environmental protection.

New development is the stage in which the interests of the individual property owner are most closely in alignment with the interests of the larger community. When homeowners are building or buying a house, they are already borrowing money and making decisions about what they can afford. New development is also the stage in which if someone spends \$20,000 per lot investing in public sewer, they can avoid spending \$20,000 per lot on a septic system. For developers creating a subdivision, installing sewer lines allows more housing units to be built on a given tract of land, which increases developer profits and decreases the unit cost of sewer construction.

However, in order for sewer lines to be useful to a particular development, there needs to be a trunk line within range of the development at the time it is built. If there is nothing to connect to, and a community septic system or a series of individual septic systems is built at the time a group of houses is developed, then the City has lost the race at that location, because future funding of a septic conversion program is so much harder than initial funding of sewer extensions. Property owners logically do not want to make a large capital investment twice. Furthermore, septic systems fail one-by-one, not in batches. Any given property owner will be reluctant to support an LID or other shared funding mechanism for an entire neighborhood when he thinks his own septic system is working fine, even if his neighbor's system has begun to fail. If the neighbor gets a permit to replace his septic system, then the cycle is repeated. Unlike some other kinds of problems, this one does not naturally get better over time—it perpetuates itself.

The Funding Challenge

This challenge consists of figuring out how to pay for a sewer extension program.

In describing the funding challenge, it is important to distinguish between *financing* and the ultimate *cost responsibility*. *Financing* consists of the borrowing mechanism through which a large up-front cost is spread over time. *Cost responsibility* is the question of who is ultimately responsible to pay off the debt, as well as pay for any seed capital that might be needed.

In addressing the funding challenge, the financing is the easy part. The hard part of infrastructure funding is the ultimate cost responsibility. If someone talks about "State loans" as a funding source, they are merely referring to financing—nice, but revenue is still required to pay back the loan. If they talk about "State grants," that is an actual shift in cost responsibility—a much more significant factor in the feasibility of a project.

For most sewer utilities, there are three logical sources of cost responsibility: *property owners* (including developers), *ratepayers*, and *outside parties* (such as the State) with a policy interest. In this case, the City's role is similar to that of an outside party (outside of the sewer ratepayers, that is), with a policy interest in orderly land development and environmental protection.

In developing a sewer system, the greatest share of initial costs and risks usually falls to whichever party with sufficient resources wants it most—whoever is motivated to take the initiative. Normally, the initiative for a sewer extension program comes from either developers or the existing sewer utility. Edgewood is unusual in that the City-owned sewer system is relatively small, with only limited ability to serve as the “broad shoulders” that carry the weight of initial costs. At the same time, the challenge is too big to be solved by developers alone—there is such a large unsewered area, and the distance between developable land and existing sewer lines is so great that extending sewer lines in a timely way will require public investment and the organizing influence of the City. For these reasons, the City might be motivated to take the initiative, including the possibility of relying on property taxes to carry some of the initial load of seed capital and planning costs.

KEY TOOLS

We have discussed three types of challenges: treatment, timing, and funding. To address these three challenges, the City has three key tools: *planning*, *development regulations*, and *funding sponsorship*. Following is a discussion of each of these tools. They are all needed in this case.

Planning

Gray & Osborne (G&O) is currently preparing a Sewer Comprehensive Plan for the City, and a major part of the planning process is identifying the most logical treatment partners for each area of the City. Following the G&O analysis, the City will need to negotiate up-to-date interlocal agreements with the intended providers of treatment for the City's wastewater flows.

The system planning process is also identifying a logical group of trunk lines that would put sewer connectivity within range of future development projects. The plan will include an estimate of the cost of these trunk lines.

Development Regulations

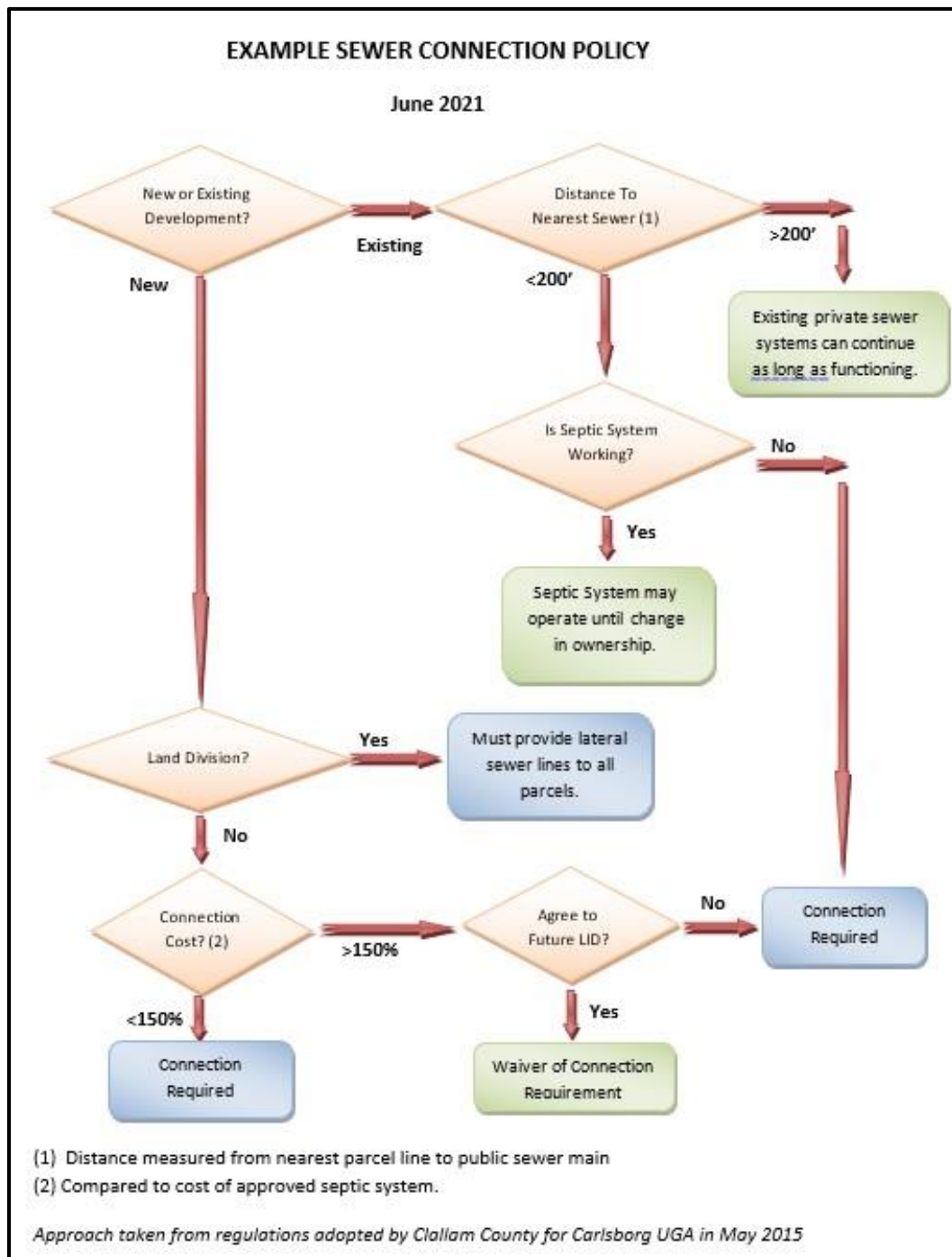
In designing a sewer extension program, the primary purpose of the development regulations is to minimize the construction of new septic systems and limit barriers to future sewer connections.

Our suggestions for development regulations are drawn mainly from the example of Clallam County, which adopted development regulations in support of connections to a new sewer system in the Carlsborg Urban Growth Area (UGA) in 2015. In the Clallam County ordinance, properties with septic systems are required to connect to available sewer not only if the septic system is failing but also when the property is sold. The County considered but ultimately decided against a 15-year deadline for properties to connect after sewer availability.

For new development, sewer lines must be extended if the new development is within range of an existing sewer line. The concept of “within range” needs to be defined in the regulations. Rather than specify a certain number of feet, Clallam County defined “within range” in relation to cost: developers are required to extend the sewer line in the Carlsborg UGA unless doing so would exceed 150% of the cost of installing approved septic systems. Even in those cases, property owners must sign their consent to a future LID before they are permitted to install a septic system.

Figure 1 illustrates the Clallam County development regulations accompanying the establishment of the Carlsborg sewer system in 2015.

Figure 1. Example Development Regulations to Support Sewer Extension



For the City of Edgewood, another requirement could be used in addition to those described above. In order for new septic systems to be permitted, a developer could be required to either install dry sewer lines to City standards or design a community septic system with sewer mains (built to City standards) that can be incorporated into an eventual collection system. These provisions could

increase the cost of new development in the short term, but their purpose is to minimize the later cost of connecting to the public sewer system. The underlying goals are (1) for new septic systems to be the exception rather than the norm, and (2) where septic systems are necessary, to reduce the barriers to later connection of those properties to the City collection system.

Possible Components of a Sewer Connection Policy

Following are some regulatory concepts that the City might want to consider incorporating into its development code as part of a sewer extension program.

- For existing structures with septic systems:
 - » If sewer service is available (i.e., a sewer pipe is within 200 feet of the nearest point of the property line), connection to sewer is required within six weeks of failure of the septic system, and replacements or major repairs to septic systems (defined as repairs costing more than \$500) are prohibited.
 - » If sewer service is available, connection to sewer is required at the time there is a change in property ownership. This requirement is to be recorded on the deed after sewer becomes available to the property.
- For undeveloped lots where land division is not needed:
 - » No new septic systems are allowed unless these conditions are met:
 - Sewer extension cost is over 150% of the cost of approved septic systems.
 - The owner signs consent to formation of an LID if one is proposed to extend sewer service. Consent is recorded with the deed.
 - The owner signs consent to connect within two years of when sewer is available. If an LID has not been formed and a Local Facilities Charge (LFC) is in place, the LFC is to be paid upon connection. This obligation is recorded with the deed.
 - Either dry sewer lines are built to City standards, or a community septic system is designed with sewer mains (built to City standards) to be incorporated into an eventual collection system.
- For tracts where land division is needed:
 - » Developers are required to extend sewer or (if the distance required is such that extension would be economically infeasible) build dry lines to City specifications.
 - » If dry lines are built, new septic systems can be approved, if the owner of properties where septic systems are installed signs a consent to connect within two years of sewer availability, and consent if the City forms an LID, with both types of consent to be recorded with the deed.
- Applicable connection charges:
 - » Property owners who connect to City sewers must pay applicable system development charges.
 - » If the City establishes an LFC, newly connecting properties will be charged the LFC unless their local sewer lines were constructed by a developer or funded through an LID assessment.
 - » Latecomer fees may be required pursuant to developer reimbursement agreements.

Funding Sponsorship

The third key tool for the City is funding sponsorship. If the City takes the initiative, then the City accepts the responsibility to seek grants, undertake the planning and feasibility studies, communicate with affected property owners, organize LIDs or design other funding tools, and provide “seed capital”—the money that might be needed to fill in funding gaps, initiate an investment, or supply the local match for grants. A sewer extension program is a *program*—it requires organizational energy, time from City leaders, the acceptance of risk, and dollars.

Following is a description of the four main types of costs for a sewer extension program, along with comments about typical cost responsibility and potential funding tools for each type of cost. The four main types of costs are *major facilities*, *local sewer lines*, *private plumbing costs*, and *planning and administrative costs*.

Major Facilities

This is the capital cost of treatment capacity, as well as the lift stations and transmission lines needed to convey wastewater to the treatment plants. In most utilities, property owners pay a proportionate share of these costs through a system development charge (SDC) or its equivalent. However, the ultimate cost responsibility for major facilities—the burden of paying for whatever is not covered by SDCs—usually falls to the ratepayers of the utility that owns the assets. In this case, there might be one SDC for the Edgewood collection system and a separate treatment SDC imposed by Lakehaven or Tacoma Public Utilities or the City of Puyallup.

Within Edgewood, the primary need is not new treatment capacity but up-front investment in major trunk lines to convey flows to a point of discharge into another sewer system, from which the flows would be conveyed to a wastewater treatment plant. If a network of trunk lines can be built within range of individual neighborhoods and undeveloped tracts, then subsequent construction of local sewer lines can allow both new construction and existing development to be connected to a sewer.

Depending on the interlocal agreement, the City could face financial responsibility for the expansion of downstream transmission or treatment facilities. However, given the small size of the City sewer utility, it would be very much in the City’s interest for the downstream agency to make the initial investments in its capacity, then allow the City’s capital contribution to be incorporated into the treatment SDC, so that the cost can be passed on to individual properties as they are connected.

Sewer Rate Revenues

Expansion of the sewer system would benefit the existing Edgewood sewer utility due to increased economies of scale, so sewer rate revenue can be considered an appropriate source of revenue for any part of the capital or operating costs of a sewer extension program, including the construction of trunk lines. The main disadvantage is that the Edgewood sewer utility is relatively small and poorly capitalized in relation to the magnitude of the costs. For that reason, the City might want to rely on sewer rate revenue for part but not all of the cost responsibility for the initial investment.

General Obligation Bonds

Because of the City’s interest in sewer extension for the purpose of community development, General Obligation (G.O.) bonds might be considered a suitable funding tool. A limited tax general obligation (L.T.G.O.) bond can be approved by the City Council without a public vote. An L.T.G.O. bond pledges the City’s full faith and credit within existing property tax authority, so the debt service

would compete against other General Fund needs. An unlimited tax general obligation (U.T.G.O.) bond would authorize a new levy to be added to the property tax bill, but it has stringent approval requirements. A U.T.G.O. bond requires approval of at least 60% of the voters, where the total number of people voting is at least 40% of the number of votes cast in the last state general election.

There are statutory limits on G.O. indebtedness as a percentage of assessed value. For cities they are 1.5% of assessed value for L.T.G.O. debt. If the borrowing is for a city-owned sewer system, the U.T.G.O. statutory debt limit is 5% of assessed value.

In addition to the approval requirements, a disadvantage of a G.O. bond is that it would not differentiate those who pay based on their level of benefit. With a proactive sewer extension program, some properties might receive sewer service relatively soon—for example, within 3-5 years after bond approval. Other properties might be located in areas so hard to reach that sewer service might be many years away. Still other properties—the commercial properties along Meridian Avenue East—already have sewer service because the property owners paid an LID assessment. The benefit to those commercial properties from a citywide sewer extension program would be indirect, through the business generated by growing residential development. So some properties would receive a direct benefit in the near term, other properties would receive a direct benefit many years away, while other properties would receive only an indirect benefit. With a G.O. bond, the beneficiaries cannot be differentiated. Instead, all properties in the City would pay the debt service in proportion to their assessed value, not in proportion to their benefit from this project.

On the other hand, a broader base means a lower rate. If the proposed impact on the property tax rate is relatively low, it is possible that a G.O. bond could attract support because of the critical value of a sewer system to Edgewood’s overall community development. At the very least, a G.O. bond should not be dismissed as a potential funding tool for a portion of the cost of a sewer extension program.

Tax Increment Financing

A more targeted property tax tool was just authorized by the State legislature: tax increment financing (TIF). It was enacted through ESHB 1189 and signed by Governor Inslee on May 10, 2021. TIF is new to Washington but well established in other states such as Oregon or California. It rests on the premise that public investment can accelerate private development, which leads to growth in property taxes, which can be used to pay the debt service on the public investment.

The first step in the TIF process is to perform a feasibility study and define the relevant geographic area, the “increment area.” The adopting ordinance must specify the public improvements to be completed within the increment area and make certain other findings. Once the increment area is created, the growth in tax revenue attributable to growth in assessed value in the area is then segregated from the regular property tax revenue for a period of time. That stream of dedicated property tax revenue can be used to fund capital improvements directly, or to pay debt service on tax increment-backed revenue bonds. Tax increment-backed revenue bonds would be considered non-recourse debt, so they would not count against the City’s statutory G.O. indebtedness limit.

Under the new Washington statute, the City can have no more than two tax increment areas, and the two areas cannot overlap. At the time of formation, their combined assessed value must be less than \$200 million and 20% of the total City assessed value. The segregation of property tax revenue would end after 25 years or until all bonds are retired. At that point the assessed value of the TIF area would be added to the regular assessed value of the City and other taxing jurisdictions. The list of potential public improvements is broad, but they all must be identified in the enacting ordinance.

Once the increment area is formed, the City cannot expand the boundaries or add new types of public improvements—except to ensure that the original approved improvements can be carried out.

The new tax statute seems tailor-made for the type of situation faced by Edgewood, where there is a small existing sewer utility and a large infrastructure need that could leverage developer investment. TIF would allow property tax investment to be focused on the particular areas benefitting the most from a sewer collection system.

In addition to the limit on the size of the area, TIF has a disadvantage: timing. Experience in other states has shown that it takes a few years for assessed value growth in the defined area to generate enough incremental tax revenue to sell a meaningful amount of bonds.

If G.O. bonds, TIF revenue, and rate revenue were to be part of a combined funding strategy, the G.O. bonds should be used for the “early action” part of the sewer extension program, which could jumpstart assessed value growth in the increment area and growth in the number of sewer customers. Rate revenue from the sewer utility could perhaps be used for planning and administration costs. After a few years of growth in incremental assessed value and sewer rate revenue, the cost of building future trunk lines and initiating the construction of local sewer lines could come from TIF (inside the increment areas) or sewer rate revenue (outside the increment areas).

Local Sewer Lines

Local sewer lines are the pipes in the street that serve a particular property, along with manholes and cleanouts. This type of cost can be considered either a property owner responsibility or a utility responsibility. Some utilities opt to use rate funding for sewer line extensions that provide critical connectivity or improve overall collection system capacity, in which case the cost may be included in the cost basis for the SDC. Local sewer line construction can be included in a G.O. bond package or a list of public improvements for tax increment financing, particularly in the interest of connectivity.

In the western United States, the initial construction of sewer line extensions is usually considered to be primarily a property owner responsibility.

Developer-Funded Infrastructure and Latecomer Fees

Developers are often required to extend local sewer lines as part of the subdivision process. If a developer is required to extend sewer lines past properties owned by someone else, the City may enter into a developer reimbursement agreement, through which any intervening properties connecting to the sewer line within fifteen years would be subject to a “latecomer fee” (a pro rata share of the extension cost). If that happens, the City would collect the latecomer fee from the intervening property owner and remit the money to the developer who built the extension.

Besides direct developer funding, local sewer line costs may also be fully or partially recovered through a Local Improvement District (LID) or local facilities charge (LFC), particularly as part of a septic conversion program.

Local Improvement District

Organizing an LID is administratively time-consuming, and it is subject to potential rejection by the property owners—a protest by property owners responsible for at least 60% of the cost will stop LID formation. However, if an LID is successfully formed, then it is binding upon all property owners in the defined improvement area, and 100% of the costs are recovered. That gives the City more certainty in advance of construction.

Local Facilities Charge

An LFC is similar to a latecomer fee, except that the required payment upon connection would reimburse public investment rather than a developer investment. LFCs are most likely to be used in septic conversion programs rather than new development. Unlike LID assessments, LFCs do not assure reimbursement within a given time frame. Because they are only payable upon connection, there is risk that property owners may not connect until a future year when their septic systems fail. LFCs sometimes have an “incentive rate” to encourage connection within one or two years, but even if the incentive works, it leaves part of the cost unrecovered.

Although LFCs provide partial reimbursement over an uncertain time frame, they can be useful if there is another funding source able to pay the initial construction cost and accept the ultimate cost responsibility. By reimbursing capital investment, LFCs allow more capital investment to be made in the future. Also, by insisting that benefitting property owners pay for at least part of the cost of local sewer lines, LFCs are a step towards equity—a recognition that newly connecting properties are responsible for the same types of costs as other properties where the sewer lines were paid for by developers or LIDs.

For most sewer utilities, where the sewer extension program is backed by rate revenue, the utility assumes the risk and receives the eventual reimbursement from the LFCs. For Edgewood, a question would arise: if the initial investment were to come from G.O. bonds or TIF revenue bonds, can an LFC still be used to reimburse those funding sources? If the City goes down the path toward G.O. bonds or TIF bonds, it should consult its attorneys over that question. Our own expectation is that LFCs might at least be able to reimburse a TIF fund, thus allowing further capital improvements to be made within the 25-year life of the increment area. It is less clear that such a reimbursement could be done with a G.O. debt service fund.

To strengthen LFC collection, cities can require connection after sewer is available, though this legal ability is constrained by the political and economic realities of imposing a large cost on someone who is not buying or developing a piece of property. The most common connection requirement is to simply forbid replacement of a septic system if a sewer line is within a specified distance of the nearest point of the property line. (The most common distance is 200 feet, though some jurisdictions have a 300-foot or 500-foot distance.) With this approach, a property owner could continue to use the septic system as long as it is legally compliant.

If the City wants to strengthen the connection requirement even more, it can require connection upon sale or transfer of the property, and/or it could set a time limit on the ability to delay connection. For example, a time limit on connection could be 15-20 years after sewer availability or 25 years after installation of the septic system, whichever is less. If a time limit is used, it should allow amortization of the cost of the existing septic system over some reasonable number of years. A deadline would make it easier for a property owner to compare the cost of connecting now versus connecting later. If they connect now, they would pay the incentive LFC and begin paying monthly sewer bills. If they connect later, they would pay an unsubsidized LFC, and both the LFC and the private plumbing costs would be subject to cost escalation over time.

The design of an LFC can also take into account financial hardship of the property owner. For instance, low-income property owners can be allowed to defer payment of the LFC until sale or transfer of the home, even if they opt to connect and begin paying the monthly sewer bills.

Private Plumbing Costs

This is the capital cost of constructing the lateral on private property and decommissioning the septic system. These costs are usually paid only by the property owner, though there are examples of utilities covering these costs, particularly in hardship cases, sometimes with grant money.

Planning and Administrative Costs

This is the cost of planning the sewer extension program, communicating with property owners, and managing any payment program such as LID assessments or LFC collection. LIDs often include an option to pay the assessment over time, and LFCs can be structured in a similar way. If that option is provided, it requires administrative effort. This is an operating cost, not a capital cost. An LID assessment may include the cost of administering the assessment roll, but in general, administrative and planning costs are typically assumed by the utility or sponsoring agency.

SUMMARY

1. The lack of a sewer system is a significant impediment to the City's ability to manage its development in an orderly way. A sewer extension program can address this problem.
2. An early step in establishing a sewer extension program is to determine where the flows should be discharged and negotiate up-to-date intergovernmental agreements with the adjacent wastewater agencies with available treatment plant capacity. The comprehensive sewer planning now underway by Gray & Osborne should provide guidance for the treatment flows, along with the location and costs of major trunk lines and lift stations.
3. If the City's goal is eventually to have a fully sewered community, the timing of sewer construction in relation to new development is a critical variable. To the degree that sewers are constructed in advance of development, much of the investment in sewer lines can come from private developers. However, to the degree that sewers are constructed after properties are developed with septic systems, then funding sewer extensions becomes much more difficult, and it may take longer—decades longer—to achieve a fully sewered community.
4. If the City establishes a sewer extension program, development regulations should be adopted to support the goal of a fully sewered community. New septic systems should be allowed only when the cost of a developer-funded sewer extension would be prohibitive, and any approved septic systems should come with conditions that minimize barriers to future sewer connection.
5. Sewer infrastructure is very costly, so the City will probably need to pursue a variety of funding tools. These funding tools may include private investment (which may include developer reimbursement agreements and latecomer fees), state and/or federal grants, General Fund dollars, General Obligation bonds, tax increment financing revenue bonds, system development charges, local improvement district assessments, and local facilities charges.
6. A sewer extension program would require organizational energy, time from City leaders, the acceptance of risk, and dollars. If the City takes the initiative to undertake such a program, it should expect to be engaged in this effort for many years, with many ups and downs but making gradual progress over time.



**CITY OF EDGEWOOD
STAFF REPORT
PLANNING COMMISSION AGENDA ITEM**

Date: September 13, 2021

Title: 2021 Work Plan

Attachments: 1) 2021 Future Agenda Calendar

Submitted By: Evan Hietpas, Associate Planner

Discussion:

On February 16, 2021 the Planning Commission proposed the 2021 Work Plan to City Council at a Special Joint Study Session. On February 23, 2021 the City Council voted 7-0 to approve the adoption of the 2021 Planning Commission Work Plan.

2021 Priority Work Plan Items:

1. Town Center;
2. Street Light Standards;
3. Development Standards and Public Works Standards;
4. Sewer Connection Requirements;
5. Tree Preservation (Code Update and Goals);
6. Various Edgewood Municipal Code (EMC) Updates

2021 Future Work Plan Items:

1. Public Zoning;
2. Create Edgewood Municipal Code Title 17– Land Development Code;
3. City-initiated Comprehensive Plan amendments

2021 Objectives:

- Promote Diversity, Equity, and Inclusion in recommendations to City Council
- Collaborate with the Economic Development Advisory Board (EDAB) and Parks and Recreation Board (PRAB)
- Increase Public Engagement Efforts

This is a standing item for the remainder of 2021 to allow the Planning Commission to discuss items and plan future agendas as necessary.

Edgewood Planning Commision 2021 Future Agenda Calendar- September 2021

Work Plan Items	11-Jan	8-Feb	8-Mar	12-Apr	10-May	14-Jun	12-Jul	9-Aug	13-Sep	11-Oct	8-Nov	13-Dec
Town Center (Evan, Emily and Darren)	Discussion	Discussion	Discussion	Action	WA Dept. of Commerce: Short Course in Local Planning	Discussion	Discussion	Discussion	Discussion	Discussion	Discussion	Discussion
Street Light Standards (Evan)	Discussion	Discussion	Discussion	Action		Discussion	None	None	None	None	None	Discussion
Development & Public Works Standards (Jeremy)	None	Discussion	Discussion	Discussion		Discussion (Streetscapes)	None	None	None	None	None	Discussion
Sewer Connection Requirements (Darren and Jeremy)	None	Discussion	Discussion	Action		Discussion	Discussion	Discussion	Discussion	Discussion	Discussion	PH and Action
Tree Preservation (Evan)	Discussion (Code)	Discussion (Code)	PH and Action (Code)	None		None	None	None	None	None	None	Discussion (Goals)
Public Zoning (Emily and Evan)	None	None	None	None		None	None	None	None	None	None	None
Create EMC Title 17 (Emily)	None	None	None	None		None	None	None	None	None	None	None
Various Code Updates (All staff)	Discussion 1. Sign Code	Discussion 1. Sign Code	PH and Action 1. Sign Code	None		PH and Action 1. Traffic Concurency Management 2. Traffic Impact Fees	Discussion 1. Streetscapes 2. Temp. Signs in ROW	PH and Action 1. Streetscapes Discussion 1. HB 1220	PH and Action 1. HB 1220	None	Discussion 1. HB 1220	PH and Action 1. HB 1220
Comp. Plan Amendments (Emily)	Discussion (2021)	None	None	None		None	None	None	None	None	Discussion (2021 City-initiated)	Action (2021 City-initiated)
2021 Work Plan	Discussion	Discussion	Discussion	Discussion		Discussion	Discussion	Discussion	Discussion	Discussion	Discussion	Discussion
2022 Work Plan	None	None	None	None		None	None	None	None	None	Discussion	Discussion
Agenda Formation	January	February	March	April	May	June	July	August	September	October	November	December
Public Hearing (PH)	None	None	1. Tree Preservation 2. Sign Code Update	None	None	1. Traffic Concurency Management 2. Traffic Impact Fees	None	1. Streetscapes	1. HB 1220	None	None	1. Sewer Connection Reqs. 2. HB 1220
Action	None	None	1. Tree Preservation 2. Sign Code Update	1. Town Center 2. Street Light Standards 3. Sewer Connection Reqs.		1. Traffic Concurency Management 2. Traffic Impact Fees	1. Chair and Vice Chair Appointments	1. Streetscapes	1. HB 1220	None	None	1. Sewer Connection Reqs. 2. HB 1220 3. City Comp. Plan Amendments
Discussion	1. Town Center 2. Street Light Standards 3. Tree Preservation Code 4. Sign Code Minor Update 5. City Comp. Plan Amend. 6. 2021 Work Plan	1. Town Center 2. Street Light Standards 3. Public Works Standards 4. Sewer Connection Reqs. 5. Tree Preservation Code 6. Sign Code Update 7. 2021 Work Plan	1. Town Center 2. Street Light Standards 3. Public Works Standards 4. Sewer Connection Reqs. 5. 2021 Work Plan	1. Public Works Standards 2. 2021 Work Plan		1. Town Center 2. Street Light Standards 3. Public Works Standards 4. Sewer Connection Reqs. 5. Reappointments 6. PC Handbook 7. 2021 Work Plan	1. Sewer Connection Reqs. 2. Streetscapes 3. Town Center 4. PC Handbook 5. HB 1220 6. Temp. Signs in ROW 7. 2021 Work Plan	1. Town Center 2. HB 1220 3. Sewer Connection Reqs. 4. PC Handbook 5. 2021 Work Plan	1. Town Center 2. Sewer Connection Reqs. 3. 2021 Work Plan	1. Town Center 2. Sewer Connection Reqs. 3. 2021 Work Plan	1. Town Center 2. City Comp. Plan Amend. 3. 2022 Work Plan 4. 2021 Work Plan	1. Town Center 2. Street Light Standards 3. PW Standards 4. Tree Preservation Goals 5. 2022 Work Plan 6. 2021 Work Plan

This calendar is for planning purposes only. Please check with staff should you have any questions.